

# Audit Progress Report Year ending 31 March 2014

Oxford City Council

18 November 2014

Ernst & Young LLP



Building a better  
working world

Audit & Governance Committee  
Oxford City Council  
Town Hall Offices  
St Aldates  
Oxford  
OX1 1BX

18 November 2014

Dear Councillors

## **Audit Progress Report 2013/14**

We are pleased to attach our Audit Progress Report.

The purpose of this report is to provide the Audit and Governance Committee with an overview of the stage we have reached in your 2013/14 audit and ensure our audit is aligned with the Committee's expectations.

Our audit will be undertaken in accordance with the requirements of the Audit Commission Act 1998, the Code of Audit Practice, the Audit Commission Standing Guidance, auditing standards and other professional requirements.

We brought our Audit Fee Letter to the June 2013 Audit and Governance Committee.

We welcome the opportunity to discuss this report with you as well as understand whether there are other matters which you consider may influence our audit.

Yours faithfully

Mick West  
Director  
For and Behalf of Ernst & Young LLP  
UK

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## Contents

<b>1. Planned work .....</b>	<b>2</b>
<b>2. Timetable.....</b>	<b>3</b>
<b>Appendix A Audit Progress.....</b>	<b>1</b>

## 1. Planned work

### **2013/14 Work**

We have completed our financial statements and value for money assessment and report the high level messages in our Annual Audit Letter which we will present to the Audit and Governance Committee in December 2014.

### **Grant Claims**

We have completed our certification of the Pooling of Housing Capital Receipts return on 24 September 2014 (deadline for certification 27 September 2014) with no issues arising.

We are currently working on the Council's Housing Benefit Subsidy Claim. We have identified a number of errors which require additional testing and we will provide an update at the December Audit and Governance Committee and will report formally to Members at the February 2015 Committee.

### **2014/15 Planning**

We will discuss our proposed work with Senior Managers before producing a draft plan for discussion with you at the February 2015 Committee.

### **Meetings**

We will continue regular meetings with key officers as part of our ongoing audit process including:

- Fortnightly meetings with key finance staff during the opinion audit visit to discuss significant risks around the accounts, and updates on our work;
- Quarterly meetings with the Executive Director of Organisation Development and Corporate Services and Senior Finance Officers to discuss the significant risks faced by the Council and our approach and progress with the audit.

## 2. Timetable

### Audit and Governance Committee Timeline

We have set out below a timetable showing the key stages of the audit, including the value for money work and the whole of government accounts, and the deliverables we have agreed to provide to you through the 2013/14 Audit and Governance Committee cycle.

We will provide formal reports to the Audit and Governance Committee throughout our audit process as outlined below. Where required, we will issue an Interim Report, summarising the findings from our audit at that stage. From time to time matters may arise that require immediate communication with the Audit and Governance Committee and we will discuss them with the Audit and Governance Committee Chair as appropriate.

Following the conclusion of our audit we will prepare an Annual Audit Letter in order to communicate to the Council and external stakeholders, including members of the public, the key issues arising from our work.

Audit phase	Timetable	Deliverables
High level planning:	<b>June 2013</b>	Fee Letter taken to the June 2013 Audit and Governance Committee
Risk assessment and setting of scopes	<b>December/ January</b>	Audit Plan - Reported to Those Charged With Governance February 2014
Update on progress and interim feedback	<b>February 2014</b>	Progress report - Reported to Those Charged With Governance June 2014
Value for money conclusion	<b>February/September 2014</b>	Completed - Reported to Those Charged With Governance September 2014
Year-end audit	<b>July – September 2014</b>	Report to those charged with governance  Audit report (including our opinion on the financial statements and a conclusion as to whether the Council has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources).  Audit completion certificate  Whole of Government Accounts Certification  Reported to Those Charged With Governance September 2014
Reporting	<b>December 2014</b>	Annual Audit Letter

Grant claims      **January 2015**      Report on the audit of grant claims

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In addition to the above formal reporting and deliverables we will seek to provide practical business insights and updates on regulatory matters through our Sector Briefings.

**Planning discussions**

We will update our planning throughout the course of our audit.

## Appendix A Audit Progress

### *Progress against key deliverables*

Key deliverable	Timetable in plan	Status	Comments
Fee Letter	June 2013	Completed	Reported to Those Charged With Governance July 2013
2012/13 grant claim report	January 2014	Completed	Reported to Those Charged With Governance February 2014
Audit Plan	January 2014	Completed	Reported to Those Charged With Governance February 2014
Report to Those Charged with Governance	September 2014	Completed	Reported to Those Charged With Governance September 2014
Audit Report (including opinion and vfm conclusion)	September 2014	Completed	Reported to Those Charged With Governance September 2014
Audit Certificate	September 2014	Completed	Reported to Those Charged With Governance September 2014
WGA Certificate	October 2014	Completed	Reported to Those Charged With Governance September 2014
Annual Audit Letter	October 2014	Completed	Reported to Those Charged With Governance December 2014
Report on the Audit of Grant Claims	January 2015	not due	

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